

## Instructions for filing Chapter 11 related cases electronically

(See Local Rule 1015-1, “Related Cases”, Click [here](#), then select Bookmarks)

Effective Immediately

### Step-by-step Procedures:

- 1) Follow normal process to open Lead case;
- 2) Run Judge Trustee Assignment for Lead case only;
- 3) File each additional case. **Do not run Judge Trustee Assignment for each additional case;**
- 4) Select Continue Filing.

The Bankruptcy Clerks Office personnel will be responsible for assigning the Judge of the Lead case to all related bankruptcy cases filed electronically. In order to complete the Judge Assignment process please contact Arnaldo Rivera, Manager of Public and Courtroom Services upon the completion of the related filings at 773 495-5842 or 312 435-6869.